

Hudson Area Joint Library
Board Meeting Minutes
March 15, 2011
Approved

1. Meeting called to order at **6:35 PM** by Sjoberg.

2. Roll Call and introduction of visitors

Board Members Present: Roy Sjoberg, David Smith, Rob Howard, Scot O'Malley, Dan Koch (arrived at 6:40 PM), and Theresa Johnson

Board Members Absent: Marion Shaw and Dave Ostby

Others Present: Linda Donaldson, Jim O'Connor, Jeff Zais, Patty Zais, Beverly Riesberg, and Amy Richardson keeping minutes.

3. Set date for next regular meeting [April 11, 2011- the 2nd Monday of each month]

No objections to the meeting date set for April 11, 2011.

4. Approval of Minutes from February 15, 2011 meeting and of any intervening special or closed meeting

MOTION by O'Malley to approve the minutes from February 15, 2011. **SECOND** by Howard.

Smith noted a typing error on the first page of the minutes. The second line from the bottom of the page reads: ".....but that he initialed the request to call in." The word 'initialed' should read 'initiated'.

O'Malley **amended** his motion to say to approve the minutes with the correction of 'initialed' to 'initiated'. The amendment was approved by Howard.

VOTE TAKEN. MOTION CARRIES. ALL AYES.

5. President's comments, report and requests for actions

a. Announcement of changes to the composition of standing committees

Bylaws were distributed detailing the duties of committees and the Board of Trustees. They are listed as Article V and Article VI. Updated committee schedules and compositions were also distributed.

Johnson pointed out that the Policy and Personnel Committee consists of four Board Members, making it a quorum. Sjoberg decided to remove Shaw from the committee to lessen the number of Board Members in the Policy and Personnel Committee.

6. Director's report and requests for actions

a. Discussion/action regarding the 2010 Public Library Annual Report

Donaldson reported that one change needed to be made to the 2010 Public Library Annual Report. This change affected the section titled, Users of Public Internet Computers, under subsection “a.” (Annual Count). This figure was changed to show a user count of 18,226. This change does not affect any funding.

MOTION by O’Malley to approve the 2010 Public Library Annual Report. **SECOND** by Smith.

VOTE TAKEN. MOTION CARRIES. ALL AYES.

7. Finance Committee report and requests for actions
 - c. Update on Keller contract issues and consider possible action

O’Connor reported that he recently discussed contract issues with Keller Construction after several attempts. He stated that Keller showed a willingness to come to terms with the contract. O’Malley asked if a time frame has been set, to which O’Connor replied that one might need to be determined.

MOTION by O’Malley to give O’Connor authority to settle with Keller for not more than the 5% retainage fee withheld, including any waivers/liens by subcontractors. **SECOND** by Howard.

VOTE TAKEN. MOTION CARRIES. ALL AYES.

8. President’s comments, report and requests for actions
 - d. Address status of the January 19, 2011 Board of Trustees regular session and the closed session. Review legal options. Take action as Board determines appropriate.

Sjoberg recommended going back through the minutes of the meeting held on January 19, 2011 and redoing any of the actions purported to having been taken during that meeting. Because each item was not specifically identified as an agenda item for this March meeting, O’Malley suggested that these items be added as agenda items for the April meeting.

MOTION by O’Malley to reschedule discussion and action on this item for the meeting on April 11, 2011. **SECOND** by Johnson.

VOTE TAKEN. MOTION CARRIES. ALL AYES.

- b. Review Library Bylaws and proposed Steering Committee Charter. Approval of Steering Committee Charter

The Steering Committee reviewed the Steering Committee Charter document and is recommending its approval to the Board.

MOTION by Howard to approve the Steering Committee Charter. **SECOND** by O’Malley.

Johnson suggested that a change be made to the use of the word “overseeing” (used in the sentence “...overseeing broad operations revenue and expense budget”). It was recommended that the word be changed to “reviewing”. **The motion was amended, with approval of the Second, to show this change.**

VOTE TAKEN. MOTION CARRIES. ALL AYES.

9. Finance Committee report and requests for actions

- b. Recommendation for action regarding the insurance coverage on fine art not owned by the Library

Donaldson stated that she is waiting for an email from the Insurance Agent describing the coverage of items in the Library. Johnson suggested postponing this item until the next meeting.

10. Citizens' Request To Speak

None at this time.

11. Planning (Facilities) Committee Report

- a. Discussion/action regarding shortage of parking space and availability of adjacent properties

O'Malley has been researching the lot that is located between the Library and NorLake as a possible place for a parking lot.

12. President's comments, report and requests for actions

- a. Announcement of changes to the composition of standing committees. Charters for each of the committees are in the process of being prepared.

The Steering Committee will be setting up its own Interviewing Committee to interview candidates for the Project Manager position.

13. Adjourn

MOTION by O'Malley to adjourn. **SECOND** by Howard.

VOTE TAKEN. MOTION CARRIES. ALL AYES.

Meeting adjourned at 7:05 PM

*Minutes prepared by Amy Richardson